
**STAFF SERVICES ANALYST
QUALITY ASSURANCE MENTAL HEALTH SECTION**

Permanent/Full-Time

\$2,632.00 - \$4,155.00

*****FINAL FILING DATE: AUGUST 25, 2006*****

All staff employed at the Victim Compensation and Government Claims Board are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible to our clients. Creativity and productivity are encouraged and every effort should be made to treat others fairly, honestly and with respect.

POSITION SUMMARY:

Under the general direction of the Staff Services Manager I and in consultation with the Staff Consulting Psychologist, the Staff Services Analyst (SSA), under supervision, reviews the treatment services provided by mental health professionals to victims, evaluates and analyzes the effectiveness and appropriateness of treatment, and makes recommendations on whether to authorize reimbursements for the treatment provided. The SSA determines eligibility and financial losses, performs investigations, and verification of the full range of Crime Victim Compensation claims submitted by Non-Profit Provider Agreement (NPA) providers.

ESSENTIAL FUNCTIONS:

- Review, analyze, evaluate, and make recommendations for services provided by mental health treatment professionals;
- Write correspondence to treatment providers seeking clarification of treatment issues and respond appropriately to their responses; draft summary documents detailing research findings and conclusions;
- Determine nature and extent of injuries/losses that are related to the crime and evaluate financial impact to claimant;
- Adjust claimed losses by reimbursement amount; review and verify information to calculate benefits available to claimant;
- Preauthorize psychotherapy bills and maintain award sheets;
- Compute long/short-term income and support losses;
- Conduct annual on-site clinical audits of providers;
- Draft comprehensive reports on behalf of the Staff Consulting Psychologist and the SSMI;
- Provide consultation to regional Victim Compensation Specialists on QAMH treatment issues.
- Complete detailed synopsis; prepare a written summary and recommendation to allow a claim based on the available information and VCP policies, procedures, and statutes for submission to the Board;
- Respond to deny appeal claims;
- Communicate verbally and in writing with law enforcement and a variety of other agencies and/or individuals;
- Participate in Team Discussion Meetings, including on-site visits to Joint Powers locations;
- Provide consultation to the Staff Consulting Psychologist on Victim Compensation and Government Claims Board policies and procedures.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

California Relay Service:

Voice line: 1-800-735-2922

040-280-5157-006

TDD User: 1-800-735-2929

WHO MAY APPLY:

Current SSAs or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a writing sample, current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
email: rjones1@vcgcb.ca.gov

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